

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

*****THIS IS A RE-POST*****

Opening Date: December 11, 2018

Closing Date: Until Filled

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

**CASUAL/SEASONAL POSITION – Mail Messenger/Runner
Executive Offices, New Castle County**

There is an immediate need for a Mail Messenger/Runner for the Delaware Department of Justice offices in New Castle County. This individual is expected to assist in sorting internal Department of Justice mail, make deliveries of documents within City of Wilmington, pick up documents (legal documents, intra-DOJ mail, legal filings) from other organizations, (various courthouses, other law firm offices, other state agencies) within City of Wilmington.

The required hours for this position are 10:00 a.m. to 4:00 p.m. with day of the week schedules that can be flexible in order to comply with The Affordable Care Act described above.

Minimum Qualifications:

- Individual must be able to walk and lift and carry up to 40 lbs. for walking deliveries
- Must be able to walk a distance of at least 12 blocks carrying mail
- Must be able to assist with sorting and delivering internal mail being sent/received within the DOJ offices in the Carvel State building and 900 King Street offices
- Must be able to work independently
- Must be detail oriented and well organized with the ability to pay attention to detail while working in a fast-paced environment
- Must possess strong written and verbal communication skills
- Must be able to interact professionally with members of the public, court staff, and other DOJ employees
- Must have possession of a valid driver's license with a driving record in good standing

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to:
Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.